

RFP FORMS

"RB" SERIES

REQUEST FOR PROPOSALS

PRODUCING AND DELIVERING THE
2005-2006 IOWA OFFICIAL REGISTER (REDBOOK)

Bidder's Name	
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RB-3

PROPOSAL FORM

Issued: February 8, 2006

Legislative Services Agency
State Capitol
Des Moines, Iowa 50319

Dennis Prouty,
Director
Richard Johnson,
Legal Services Division Director

BIDDERS MUST COMPLETE THIS PROPOSAL FORM IN AN ELECTRONIC FORMAT. PLEASE CONTACT THE AGENCY (515) 281-3566 TO RECEIVE A COPY OF THIS FORM IN MICROSOFT WORD. READ THE INSTRUCTIONS FORM (RB-1) AND CONSULT THE CONTRACT FORM (RB-2). THE FORMS ARE PROVIDED BY THE AGENCY ON ITS WEBSITE. A FAILURE TO PROPERLY COMPLETE THIS PROPOSAL FORM AND SUBMIT IT BY THE DEADLINE MAY RESULT IN THE BIDDER'S DISQUALIFICATION.



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IOWA OFFICIAL REGISTER (REDBOOK)

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I. BID AMOUNT

A. Contract Price Based on Production and Delivery of Books (and Production Items).

The bid amount is the contract price calculated by accounting for all production materials and workmanship used by the Contractor in producing and delivering books to the Agency for Agency approval, including the production and delivery of associated production items to the Agency for Agency acceptance or approval. See *Contract Form, Parts VII through IX*.

B. Bid Amount. The bid amount accounts for the production and delivery of an ordinary order of 3,500 books with each book having 459 book pages which are bound into signatures for agency acceptance or approval. See *Contract Form, Part V*.

Ordinary Order

Total Number of Books	Pages		Estimated Signature Count Per Book		Bid Amount
	Per Book	Cumulative	Low	High	
3,500	459	1,606,500	_____	_____	\$_____

C. Adjustments. The contract price may be adjusted to account for the following variables during production which could not be calculated when the contract is executed. See *Contract Form, Part XI, Paragraph C," Subparagraphs 1 and 2*.

1. Incidental Work. Incidental work such as copy preparation and rework as the Agency instructs the contractor during book production.

2. Additional Books (Overrun). Additional books accepted by the Agency which are produced and delivered as an overrun up to 100 books more than the ordinary order.

Basis for Adjustment to Ordinary Order

Incidental Work	Additional Work		Overrun	Additional Books	
	Type	Amount		Number	Amount
	Correcting Electronic Files	\$_____		Each Book Up to 100 Books	\$_____
	Making Minor Copy Corrections	\$_____			
	Replating	\$_____			



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II. BID AMOUNT BREAKDOWN

A. Divisions Based on Book Production and Delivery. Assume that the contract price is the bid amount for an ordinary order as provided in Part I, Paragraph "B," which does not account for incidental work as provided in Part I, Paragraph "C," Subparagraph 1, but does account for each book which is produced and delivered as part of an overrun as provided Part I, Paragraph "C," Subparagraph 2. The Bidder must break down the bid amount associated with each of the following:

- 1. Book Production.** The production and delivery of production items and the production of books but excluding the delivery of books to the designated destination as required in the Contract Form Part IX, Paragraph "D," Subparagraph 2. In other words, it accounts for everything other than the delivery of books.
- 2. Book Delivery.** The delivery of books (i.e., packaging and shipping) to the designated destination as required in the Contract Form Part IX, Paragraph "D," Subparagraph 2.

Book Production and Delivery

Breakdown Divisions	Description	Amount	
		Ordinary Order (All Books)	Each Additional Book (Overrun)
Book Production	That part of the bid amount which does not account for the packaging and shipment of books.	\$_____	\$_____
Book Delivery	That part of the bid amount which accounts for the packaging and shipment of books.	\$_____	\$_____

B. Divisions Based on Production Materials and Workmanship. Assume that the contract price is the bid amount for an ordinary order as provided in Part I, Paragraph "B," which does not account for incidental work as provided in Part I, Paragraph "C," Subparagraph 1, but does account for each book which is produced and delivered as part of an overrun as provided Part I, Paragraph "C," Subparagraph 2. The Bidder must break down the bid amount associated with each of the following:



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- 1. Production Materials.** Production materials including (1) Paper stock used to produce blue line pages and book pages, (2) Ink, and (3) Cover materials and binding materials such as fabric, foils, end sheets, binder's boards or other boards, back lines, bands, dies, and stamps which are necessary to produce production items and books as part of an ordinary order or overrun. *See Contract Form Part II, Paragraph "H."*
- 2. Workmanship.** The labor or services used to produce production items and books including work associated with (1) Preparing and printing sample pages and sample covers; (2) Producing pages and signatures [e.g., the production of sample pages, blue line pages, and book pages; prepress, plating, printing those pages, and folding signatures]; and (3) Preparing book blocks and cover materials [e.g., decorating the fabric and the placement of impressions and foils on the books covers], and casing the books which are necessary to produce production items or books as part of an ordinary order or overrun. *See Contract Form Part II, Paragraph "I."*

Production Materials and Workmanship

Breakdown Divisions	Description	Bid Amount	
		Ordinary Order (All Books)	Each Additional Book (Overrun)
Production Materials	Paper Stock and Ink	\$_____	\$_____
	Cover and Binding Materials	\$_____	\$_____
Workmanship	Producing Sample Pages, Sample Covers, and Blue Line Pages	\$_____	\$_____
	Producing Book Pages and Signatures	\$_____	\$_____
	Producing Book Blocks and Cover Materials and Casing Books	\$_____	\$_____

III. PRODUCTION MATERIALS SPECIFICATIONS

- A. Detailed Specifications.** A bidder must submit detailed specifications regarding production materials proposed for book production as follows:



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Production Materials

Breakdown Divisions		Detailed Specifications		
		Contract Form	Proposal	Alternative
Ink	Minimum Percent of Soy in Ink	10%	10%	No Alternative Acceptable
	Minimum Percent of Soy-Based Ink	100%	100%	No Alternative Acceptable
Book Pages	Name	_____		
	Size	9" x 6"	9" x 6"	No Alternative Acceptable
	Color	Warm White		
	Grade	3 Book Grade		
	Finish	Coated Matte		
	Brightness	84-87		
	Opacity	92		
	Basis Weight (#)	60# Book		
	PPI	620		
	Minimum % Postconsumer	10%		
	pH Content	7 or 7.5		
End Sheets	Color	Warm White		
	Basis Weight (#)	80#		
Casing	Book Size	9 1/4" x 6 1/4"	9 1/4" x 6 1/4"	No Alternative Acceptable
	Inlay Binder's Board and Caliper	Davey Red Label .088 Caliper		
	Cover Material (Fabric)	Red Bookcloth Silk Finish		



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B. Alternative Explanation. If a bidder proposes an alternative detailed specification which deviates from one required in Paragraph "A," the bidder must briefly explain why the alternative detailed specification is proposed and why it satisfies the objectives of this RFP. The bidder may continue the explanation and description of the alternative in Part VI.

Explanation



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IV. COMPLIANCE WITH THE CONTRACT FORM

By submitting a proposal to the Agency, a bidder who is selected as potential contractor by the Agency agrees to the terms and conditions as provided in the Contract Form, unless the Contractor expressly provides otherwise in Part VI. If the bidder refuses to comply with a term or provision in the Contract Form, the bidder must complete Part VI by providing an explanation for the refusal and a description of an alternative approach which satisfies the objectives of this proposal form.

V. STATEMENT OF WORK

A. Business Information. Provide information about the bidder's business:

Bidder's Business

Category		Bidder Information
Business Name		
Principal Place of Business	Street Address	
	City, State, and Zip Code	
State of Incorporation		
Federal ID Number		



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- B. *Production Locations.*** Provide information regarding the location of production operations for the production of production items and books:

Place of Production

Category		Bidder Information
In-State Production	Percentage of Production Located in this State	100% _____ Less than 100% _____
	Principal Place of Production	
	Street Address	
	City and Zip Code	
Out-of-State Production	Principal Place of Production	
	Street Address	
	City, State, and Zip Code	
	Secondary Place of Production	
	Street Address	
	City, State, and Zip Code	

- C. *Subcontractors.*** Provide information regarding subcontractors used in the production and delivery of production items and books:

Use of Subcontractors

Verify that the bidder will or will not use subcontractors:

Yes _____ No _____



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First Subcontractor (Production of Production Items and Books) ¹

Category		Bidder Information
Name		
Principal Place of Production	Street Address	
	City, State, and Zip Code	
Percent of Total Production		____ %
Type of Production		
Qualifications		

Second Subcontractor (Delivery of Production Items)

Category		Bidder Information
Name		
Principal Place of Production	Street Address	
	City, State, and Zip Code	

¹ The Agency assumes that a bidder will not use more than one subcontractor to produce production items or books. If the bidder uses more than one subcontractor explain that use and information for the subcontractor in Part VI.



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Second Subcontractor (Delivery of Production Items)

(Cont.)

Category	Bidder Information
Percent of Total Production	____%
Type of Production	
Qualifications	

Third Subcontractor (Delivery of Books)

Category		Bidder Information
Name		
Principal Place of Production	Street Address	
	City, State and Zip Code	
Percent of Total Production		____%
Type of Production		
Qualifications		



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D. Publications. Provide information regarding four-color publications produced by the bidder:

First Publication

Category		Bidder Information	
Book	Title and Year of Publication		
	State's Official Register	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Customer	Name		
	Street Address		
	City, State, and Zip Code		
Work	Products and Services Furnished		
	Percent of Total Production	____ %	
Customer Reference	Name		
	Title		
	Telephone Number		
	E-mail Address		



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Second Publication

Category		Bidder Information	
Book	Title and Year of Publication		
	State's Official Register	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Customer	Name		
	Street Address		
	City, State, and Zip Code		
Work	Products and Services Furnished		
	Percent of Total Production	____%	
Customer Reference	Name		
	Title		
	Telephone Number		
	E-mail Address		



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- E. Bidder Contact Persons.** Provide information about persons responsible for answering questions regarding the bidder's proposal:

Primary Contact Person

Category		Bidder Information
Personal Information	Name	
	Title	
Business Location	Street Address	
	City, State, and Zip Code	
Contact Information	Telephone Number	
	E-mail Address	
	Pager Number (if any)	

Secondary Contact Person

Category		Bidder Information
Personal Information	Name	
	Title	
Business Location	Street Address	
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Secondary Contact Person (Cont.)

Category		Bidder Information
Contact Information	Telephone Number	
	E-mail Address	
	Pager Number (if any)	

- F. Bidder's Operational Managers.** Provide information about the persons who would be principally responsible for managing the production and delivery of production items and books and the information about an alternative person who would also be responsible for managing the production and delivery of production items and books. See *Contract Form, Part X, Paragraph "B."*

Principal Operational Manager

Category		Bidder Information
Personal Information	Name	
	Title	
Business Location	Street Address	
	City, State, and Zip Code	
Contact Information	Telephone Number	
	E-mail Address	
	Pager Number (if any)	



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Alternative Operational Manager

Category		Bidder Information
Personal Information	Name	
	Title	
Business Location	Street Address	
	City, State, and Zip Code	
Contact Information	Telephone Number	
	E-mail Address	
	Pager Number (if any)	

G. Bidder's Contract Manager. Provide information about the person authorized to negotiate regarding any issue relating to the interpretation of a provision of a contract executed by the parties and is authorized to negotiate any issue involving a term or condition of the contract. *See Contract Form, Part X, Paragraph "C."*

Personal Information	Name
	Title
Business Location	Address (Street)
	Address (City)
	Address (State and Zip)



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Contact Information	Telephone
	Fax
	E-mail
	Pager (if any)

VI. ADDITIONAL COMMENTS

The bidder may provide any additional comments as required to further explain a response made to any question included in this proposal form or to an alternative to a requirement stated in this proposal form which satisfies the objectives of this proposal.



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VII. AUTHORIZED SIGNATURE

A person authorized by the bidder must sign and date this proposal. The signed proposal as submitted to the Agency shall bind the bidder to the terms and conditions of this proposal:

Signature of Authorized Representative

<div>_____</div> <div>Printed</div> <div>_____</div> <div>Signature</div>	<div>_____</div> <div>Title</div>	<div>_____</div> <div>Date</div>
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VIII. ATTACHMENTS

- A. Sample -- Paper Stock.** Regardless of whether the bidder can verify compliance, provide a sample of the paper stock that the bidder proposes to use:

Attach Sample of Paper Stock Here and
Submit a Full-Page Sample as Part of the Proposal



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B. *Sample -- Cover Fabric.* Regardless of whether the bidder can verify compliance, provide a sample of the cover fabric that the bidder proposes to use:

Attach Sample of Cover Fabric Here